

CPA Local Bylaws and Procedures Region C09 **Effective Summer Session 2025**

Introduction

We would like to welcome you and your team to the American Poolplayers Association!

This document explains the structure of the League at a Local Level and should be used in conjunction with the Official Team Manual on the APA Member Services App and poolplayers.com. These Local Bylaws have been created for the smooth and efficient operation of the League. After all, the APA's motto is: **Have Fun. Meet People. Play Pool.®**

Please read these Local Bylaws carefully and keep them with the APA Official Team Manual for your reference. All Local Bylaws with dates prior to the revision date of this document are null and void.

Envelopes and Scoresheets

1. For divisions that use weekly envelopes, envelopes will be available for pick up after 3:00 pm at the designated point for Wednesday night Leagues and prior to noon for Sunday. For Friday, Monday and Tuesday Leagues, envelopes will be dropped off prior to play at the approved drop-off locations. Envelopes must be returned at the appropriate locations at the end of play unless prior arrangements have been made with the LO (League Operator or Local League Office) this may be changed in the future with notice. Failure to return your envelope and scoresheets at the end of League play night will result in lost bonus points awarded for scoresheets. This includes teams that leave their envelope at their table and do not return it to the bar. Teams are strongly encouraged to use the APA scorekeeping app
2. All teams will receive 2 bonus points in 8-Ball and 10 bonus points in 9-Ball if their paper or electronic scoresheet is filled out properly, submitted on time and their payment of league fees is received on time. One point in 8-Ball will be for a completed and submitted scoresheet and one point will be for weekly fees being correct and no past dues on the team. In 9-Ball, 5 points will be for a completed and submitted scoresheet and 5 points will be for weekly fees being correct. Teams not scoring all matches played may lose the bonus point given for proper scoresheets.

Weekly Team Fees

Current Weekly Team Fees, effective summer 2025 are as follows (these fees are subject to change with or without notice)

- \$55 per team for standard 8-Ball and 9-Ball Divisions
- \$100 per team for Double Jeopardy divisions

Ladies and Masters Fees will be determined on year to year basis based on travel needs and team count in the division.

All teams will be responsible for their own weekly team fees regardless of forfeits. The Guelph CPA currently accepts cash or e-transfers for weekly team fees (the league does not take e-transfers or checks for individual nightly fees – only team fees). Teams paying by e-transfer must notify the LO that that will be paying by e-transfer and the e-transfer must have comments including team name and date of play. Failure to have the e-transfer submitted within 72 hours will result in the retroactive removal of bonus points. The Guelph CPA takes no responsibility for missing cash from envelopes.

Any teams notified in writing of money owing must bring all past dues to a zero balance in the time frame designated by the LO. Any team behind in fees will not be eligible for wild card draws, Playoffs, Cash Cups, Regionals or any other team qualifying event.

Rosters and Memberships

1. Rosters will be locked at the end of week 4 in each session regardless of byes in the schedule. The LO will determine on an individual basis the ability of a team to change their roster after week 4. There will be some flexibility in the Summer and Fall sessions but limited flexibility in the Spring. **Qualified teams may not change their roster after week 4 in the Spring Session as per APA rules.**
2. All renewal memberships **MUST** be paid by the 4th scheduled week of play (calendar date) regardless of byes, makeups, postponements etc. Any unpaid memberships will be marked paid on week 5 and the players name will be changed to OWES MONEY on the scoresheet. Any players with OWES MONEY as their name is ineligible to play until they have paid their membership. There will be no points awarded to the team in the match where an ineligible player has played. Matches will still be scored but the team will lose any points earned. A team will lose the scoresheet bonus points for playing an ineligible player.
3. Teams playing new members must have the new member fill out an application on the first night of play. The new player should also pay their membership on the first night of play. No points will be counted by any new player who does not have a paid membership by their second match. A player playing a second match without a membership is considered an ineligible player and the team will lose bonus points for playing that player. After week 4, the player will be marked paid and will appear on the scoresheet as OWES MONEY meaning they are ineligible to play until the membership is paid. **Once a player plays for the team, the Team is responsible for the membership of that new player.**
4. Any team adding a new player after week 4 (may only be done with permission of the LO) must fill out an application and have the player PAY THEIR MEMBERSHIP PRIOR TO PLAY unless arrangements have been made with the LO. If there is no membership application in the envelope then the players information must be written on the back of the scoresheet or sent to the LO by text or e-mail on the night of play. Teams using new players without a membership application or players information filled out will lose bonus points for that night.

Weekly Team Matches

1. Teams will not be allowed to exceed the Team Skill Level Limit in a given match. If a team breaks the Team Skill Level Limit rule (23-Rule) they will receive zero points for the night as per APA rules regardless of whether it is reported by the other team or not.
2. Teams will be allowed to use any player skill level 4 or under twice in a match to avoid forfeits. **This match must be the last match of the night** as there is always a chance that another player shows up to play. Teams will be allowed to use this rule up to 8 times in a session. **This rule will not be allowed in the final week of a session, in Playoffs or tournaments.** The purpose of this rule is strictly to avoid forfeits. If in the opinion of the LO this rule is being abused, the rule may be modified or removed and the offending teams penalized. Once a team has done it more than 8-times in a session, they will receive zero points for any other times that they play a player twice.
3. During League play, anytime when the 4th match has not started by League start time plus 2 hours, **the 4th and 5th matches must be split on to 2 tables.** This is not an option. The only exceptions are when there are no tables available, when a player is playing twice and will be playing both the 4th and 5th match, or when a team is involved in a double header or playing Double Jeopardy (then it becomes optional). Any team that refuses to split will be penalized.
4. Intentional forfeits for the purpose of running a team out of players will not be allowed in League play or playoffs (They will be allowed in tournaments or Regionals). A team may forfeit a match in order to meet a Playoff time limit but if the non-forfeiting team then runs out of players, the non-forfeiting team will be given an appropriate amount of time to find their next player.
5. Any match that begins (1st rack broken) and for any reason is not completed will become a CONCEDED MATCH. A conceded match will be scored by giving the player that is conceding the match the points they would have otherwise earned and by giving the other player the win unless arrangements have been made with the LO to complete the match at a later date. **THIS RULE IS ONLY APPLICABLE IN LEAGUE PLAY AND NOT IN PLAYOFFS OR ANY TOURNAMENT AT ANY LEVEL.**

Partial Matches

It is each teams' responsibility to ensure they have a roster to play on a given night. Partial matches are strongly discouraged but will be allowed if the only alternative is to avoid a forfeit. Partial and Re-scheduled matches must be communicated to the League Operator by BOTH Captains and must be made up within 4 weeks and also must be completed a minimum of 7 days prior to the end of the schedule unless otherwise approved by the LO.

Rescheduling of Matches

1. Matches may be rescheduled for weather reasons in accordance with the Guelph CPA Weather Policy outlined in the next section. They may also be re-scheduled for last minute emergencies or by providing a minimum of 48 hours' notice to the opposing team. Teams that are given 48 hours' notice may not refuse a re-schedule request. The team that asks for a re-schedule will ensure a date that is picked will work for the opposing team. Failure to agree on a date will cause the LO to pick a date that is suitable to the team that did not request the re-schedule and both teams will be required to play on that day. **For the purposes of this rule, Emergencies are defined as events that would keep the majority of your team from playing. Your best player attending a funeral is not grounds for an emergency re-schedule. Before granting an Emergency re-schedule, the LO will look at a number of factors.**
2. In all cases of a re-scheduled match the **LO must be contacted by both Team Captains and the notification must include which team needed to re-schedule and a valid reason.** Any rescheduled matches should have an agreed upon re-schedule date prior to notification of the LO and must be played at least **7** days prior to the end of the schedule unless otherwise approved. If a date can't be agreed upon the LO will choose a date that is most fair to the team that did not request the re-schedule.
3. If matches are not re-scheduled in accordance with this policy, both teams may be awarded zero points for a double forfeit or may have their match re-scheduled by the LO. Teams will be responsible for full team fees whether a match is played or not.
4. In all cases involving re-scheduled matches, the LO will have the final say anytime the above procedures are not followed properly.
5. Emergency or weather re-schedules matches will be granted by the LO in very rare situations when it is necessary to do so. **It is not permissible to use the weather to re-schedule a match because 1 of your players are out of town and 2 are working. If you can field 4 players you can play your match. In addition, matches are not to be re-scheduled due to emergency simply because the Team Captain or best player is not available.**

Weather Policy

1. Up until the third last week in a session, Team Captains will be allowed to re-schedule at the last minute if we have a Severe Weather Warning for the area of play that is in effect past 6:00 pm on the night of play or past 11:00 am for afternoon Leagues. Once we reach the third last week, all weather re-schedules must come from the LO. In most cases the LO will have already sent out a notice to the effect that League Play is postponed for that night. Any re-schedules in the last 3 weeks must be played within 7 days.
2. If League play is postponed by the LO then a re-schedule date will be set. In most cases it will be within a 2-week period.
3. Any re-scheduled matches must be made up within 4 weeks (unless otherwise approved by the League Operator) and at least 7 days prior to the end of the schedule. If two Team Captains cannot agree on a date(s) to make up the matches, then the LO will choose a date for the re-schedule. Any matches not played will result in zero points earned. Teams will be responsible for full team fees for any re-scheduled matches. In the case of matches rescheduled because of weather, both Team Captains should notify the LO as soon as they re-schedule.
4. Any full matches not played will result in 6 points plus bonus points in 8-Ball and 35 points plus bonus points in 9-Ball, unless it is deemed by the LO that one team is obviously the team that not willing to play those matches. If that is the case then bye points will be given to the non-offending team and zero points to the team causing the issue. **In any case, full team fees are payable by both teams whether the matches are played or not. Keep in mind that simply telling the League Operator that you tried to work it out is not good enough. There are procedures to be followed and when they are not followed no benefit of the doubt will be given to either team.**
5. **During Playoff weeks all reschedules will be done by the LO. Any time there is a Severe Weather Warning, Playoff matches will be rescheduled. Matches will be moved to the next scheduled week of play but the next session will start on the date scheduled and teams will be responsible for making up the matches in the new session.**

Session Ending Awards and Qualifications

Summer Session Playoffs (ONLY)

1 week of Playoffs

Number Of Teams In The Division (at the end of the session)	World Qualifier (WQ) Qualification Playoff Structure	Session Award Structure
<u>4-5</u> One Team Qualifies For The WQ	1 st Place vs Wildcard Winner Advances To WQ In a 4-team division, eligibility will not be passed to teams finishing directly behind an already qualified team in the Playoffs	Awards: Playoff Winner will receive the 1 st Place Session trophies
<u>6-11</u> Two Team Qualify For The WQ	1 st Place vs Wildcard 2 nd Place vs 3 rd Place Winner of each Playoff match advances to the WQ Winner of each round 1 match will play in the Playoff Finals to determine who receives awards	Awards: All Playoff Winners will receive the 1 st Place Session trophies
<u>12-16</u> Four Teams Qualify For The WQ	1 st Place vs Wildcard 2 nd Place vs 7 th Place 3 rd Place vs 6 th Place 4 th Place vs 5 th Place Winner of each Playoff match advances to the WQ Winner of each round 1 match will play in the Playoff Finals to determine who receives awards	Awards: All Playoff Winners will receive the 1 st Place Session trophies

Fall and Spring Session Playoffs
(2 Weeks of Playoffs)

Number Of Teams In The Division (at the end of the session)	World Qualifier (WQ) Qualification Playoff Structure	Session Award Structure
<p><u>4-5</u></p> <p>One Team Qualifies For The WQ</p>	<p>1st Place vs Wildcard</p> <p>Winner Advances To WQ</p> <p>In a 4-team division, eligibility will not be passed to teams finishing directly behind an already qualified team in the Playoffs</p>	<p>Awards:</p> <p>Playoff Winner will receive the 1st Place Session trophies</p>
<p><u>6-11</u></p> <p>One Team Qualifies For The WQ</p>	<p>1st Place vs Wildcard 2nd Place vs 3rd Place</p> <p>Winner of each round 1 match will play in the Playoff Finals to determine who advances to the WQ</p>	<p>Awards:</p> <p>Playoff Winner will receive the 1st Place Session trophies</p>
<p><u>12-16</u></p> <p>Two Teams Qualify For The WQ</p>	<p>1st Place vs Wildcard (WC) 2nd Place vs 7th Place 3rd Place vs 6th Place 4th Place vs 5th Place</p> <p>Winner of 1st vs WC will play Winner of 4th vs 5th Winner Of 2nd vs 7th will play Winner of 3rd vs 6th in the Playoff Finals</p> <p>Winner of each Playoff Final match advances to the WQ</p>	<p>Awards:</p> <p>All Playoff winners will receive the 1st Place Session trophies.</p> <p>s</p>

Playoffs will be at the home of the higher finishing team in each Playoff match meaning that Playoffs will no necessarily be consolidated to one location (note that this is subject to the disability policy). Double Jeopardy division playoffs will be played at the home of the 1st place team (and 2nd place team in 12 team divisions). Envelopes will still be dropped off and picked up as per regular League play.

Trophies or plaques will be awarded to the Playoff winners in all divisions

Following the Spring Session, we will hold a Division Champions Tournament where we will advance 1 or 2 additional teams to the World Qualifier. Teams will qualify for this tournament only if they have finished first in the Division Standings in a session but have failed to qualify for the World Qualifier. The amount of teams Qualified through the Division Champions Tournament will not exceed 2, will be based on the number of teams in the event, and may also be subject to APA approval.

Teams that double qualify will go into a draw for a first-round bye at the World Qualifiers.
Teams that triple qualify will receive free memberships for all players for the next League year.

Ties in the regular season standings will be broken as per the Official Team Manual. In rare cases where teams that are tied and did not play each other, the team that took the most points in the final week will be declared the higher finishing team. If still tied, then the second final week will be used and so on until it is broken.

Ladies, Masters and other Specialty Divisions

Qualifying and Awards information for these divisions will be done on a year by year basis and will be provided at the beginning of the session. These may change from year to year based on team counts as well as slots assigned by the APA. There is no guarantee that any qualifying format used in one year will be used in any subsequent year.

Travel and Other Prizes

1. A Travel Assistance package (or pre-paid travel arrangements) will be provided to each qualified team advancing to the World Pool Championship in Las Vegas. Teams, or players on those teams, that do not wish to attend this Championship will forfeit all rights to this travel fund and the next highest finishing team will be given the opportunity to accept this package. **Any player who does not attend with their team, may forfeit all rights to compensation. It may happen that in some years there may be compensation for a player who does not attend the World Pool Championship, but the fact that it happens in one year does not guarantee any compensation in any subsequent year.**
2. Each year the Guelph CPA may have the ability to send teams to other events in the surrounding areas. In any League year that we have this ability, the regional runner-up will be given the first option to go. Additional spots will be done through a qualifying tournament open only to those teams that play in Summer. Note there is no guarantee of additional trips in any given year..
3. Every year the Guelph CPA will host an annual Cash Cup tournament. In order to qualify for the Cash Cup a team must have finished on the top 50% of their division for 2 out of the 3 sessions starting with the Spring and ending in the Fall. The Cash Cup will take place in early Spring session and will use Fall Session rosters.
4. In order to qualify for the MVP Shootout a player must finish in the top 12 plus ties in their skill level tier. This ranking is based on the average number of Points per Match won by the player. Players must have played a minimum of 6 times in the session in order to qualify. Once qualified, a player must stay on an active roster to maintain eligibility.

Disability Policy

The Guelph CPA understands the need to ensure that as an organization we not only are compliant with all legal aspects of the Ontario Disability Act but that we also recognize that any policy is looked upon as being fair to all members of the Guelph CPA.

In administering the Disability Policy, the LO will be responsible for determining what teams and individuals will be covered. While all persons with a permanent disability will be automatically covered (pending approval of the Team Captain), there will also be occasions where a person with a temporary disability will or should be covered as well. It is the team's responsibility to notify the LO if they believe that any of their players should be subject to the protections provided by the Disability Policy.

This policy is designed to cover the services provided by the Guelph CPA and does not in any way apply to the Host Locations, their management or their employees.

The following guidelines will take place in regards to scheduling of matches under the Disability Policy:

1. **League Matches:** The LO will make every effort to ensure that a minimum of 75% of the team's matches will be played at an accessible location. While every effort will be made to ensure an even home/away split it may be necessary in some cases to change matches in order to meet the 75% standard. While the LO will try to ensure that we meet the scheduling standard, no existing schedule will be changed to make allowances for a temporary disability that occurs once the session has begun. We will however move matches around for a player with a permanent disability who joins a team after the schedule is released.
2. **Playoff Matches:** The Guelph CPA recognizes that this is a concern to a large number of members. In order to be fair to both teams involved, in cases where a Playoff match occurs between one team who plays at a non-accessible location and one team who has a member subject to the protections of the Disability Policy, neither team will be given home advantage. The team who was to have home advantage will be given the ability to choose what neutral location they would like to play the match at. This decision must be made 48 hours prior to the scheduled match time.
3. **Qualified Session Ending or Regional Tournaments:** The Guelph CPA will ensure that any tournament, in which a team or members subject to the disability policy may qualify for, will have access to alternate tables that are accessible to all players. Any matches involving those teams will be automatically scheduled on those alternate tables. Teams and players who are subject to the Disability Policy will not have the option of playing elsewhere (i.e. you cannot choose when to be covered by the policy and when not to).
4. **Buy-In Qualifiers or Other Tournaments:** The Guelph CPA will make reasonable efforts to ensure that any players covered under the Disability Policy will have opportunities to compete in these other tournaments. There is, however, no guarantee that any player will be able to compete in them all. On occasion, we may schedule Local Qualifier Boards, doubles qualifiers or other cash tournaments at these non-accessible locations.